

Program Coordinator

Program Coordinator III

Agency Name: **Dept. of Public Utilities**
Official Title: **Program Coordinator III**
Functional Title: **Program Coordinator**
Occupational Group: **Office & Program Admin**
Position Type: **Civil Service**
Full-Time or Part-Time: **Full-Time**
Salary Range: **\$53,333.80 to \$77,321.66 Annually**
Bargaining Unit: **06**
Shift: **Day**
Confidential: **No**
Number Of Vacancies: **1**
City/Town: **Boston**
Region: **BOSTON**
Facility Location: **One South Station, Boston, MA 02110**
Application Deadline: **02-08-2013**
Apply Online: **No**
Posting ID: **J33980**

This position is funded from trust funds collected from various sources.

Duties:

The Department of Public Utilities (DPU) is responsible for oversight of investor-owned electric power, natural gas, and water utilities in the Commonwealth; developing alternatives to traditional regulation; monitoring service quality; regulating safety in the transportation and gas pipeline areas; and for the siting of energy facilities. The mission of the Department is to ensure that utility consumers are provided with the most reliable service at the lowest possible cost; to protect the public safety from transportation and gas pipeline related accidents; to oversee the energy facilities siting process; and to ensure that residential ratepayers' rights are protected.

The overall mission of the Program Coordinator is to ensure that all personnel, benefits administration, payroll processing and operations function effectively. The responsibilities of the Program Coordinator are to develop and implement an efficient system of control for planning, program development and implementation, communication and coordination, accountability, and monitoring and evaluation of personnel, benefits and payroll services. The Program Coordinator will play a critical role in ensuring DPU's personnel and payroll needs are met.

Reporting to the Human Resources Director, incumbent is the key staff member on the state's payroll system (Human Resources Compensation Management System), Document Direct (DocDirect) reports and information warehouse queries.

In addition, the Program Coordinator completes hiring transactions, enters time and attendance exceptions, reviews and enters travel reimbursements into HRCMS for DPU Staff.

The Department began using the HRCMS Self-Service Time and Attendance (SSTA) module in November 2012. This means that each employee will enter his/her own time directly into HR/CMS with supervisors approving time in the payroll system (therefore entering and verifying time and

attendance exceptions on a weekly basis for assigned units thereafter will become minimal).

AGENCY-WIDE PAYROLL & BENEFITS

1. Enters into the Human Resources/Compensation Management System (HR/CMS) new hires, promotions, demotions, transfers, etc.
2. Enters and verifies time and attendance exceptions on a weekly basis. Enters time sheet correction requests as needed. Receives sorts and oversees distribution of pay advices each pay period.
3. Enters and verifies all deductions into employee's records to ensure proper payment of taxes, insurance premiums, garnishments and other benefits funded through employee deductions. Enters new and changes to employee Direct Deposit (s).
4. Coordinates inter-agency HRCMS transfers with payroll coordinators in other state agencies.
5. Reviews and monitors salary increases including union/contract increases; step raises and notifies employees of step increases.
6. Delays steps due to "off payroll time" and/or below rating on EPRS.
7. Processes retroactive payments as required.
8. Processes special pay situations timely and accurately to ensure that affected employees are properly compensated and that appropriate rules and/or bargaining contracts are not violated. Processes cash-outs upon separation from state service.
9. In conjunction with DPU finance division, requests Dynacash checks for emergency payment due to payroll error. Assists with reconciliation of Dynacash account as requested.
10. Corrects Payroll rejects.
11. Processes Payroll Receipt Vouchers by completing and forwarding required forms by Office of Comptroller.
12. Processes Retirement Board Employment Verification requests for assigned Divisions.
13. Completes wage and employment verification requests according to department procedures.
14. Responds to employee inquiries regarding pay advices, and leave balances.
15. Serves as Department's PayInfo administrator, resetting employee passwords when needed
16. Reviews daily and weekly HRCMS bulletins and provides updates at weekly staff meetings
17. Enters travel reimbursements into HRCMS for payment for the agency and generates related DocDirect reports.
18. Enters EPRS ratings into the payroll system.
19. Runs warehouse reports for Use/Lose Time and prepares letters and distributes to employees and their respective managers.
20. Generates and reviews reports to ensure accuracy of agency payroll.
21. Runs warehouse queries and DocDirect Reports as needed.
22. Runs regular reports of the Sick Leave Utilization Report.
23. With a focus on ensuring timeliness and accuracy, manage all aspects of the HR/CMS payroll system including self-service time and attendance (SSTA) and working with the employee service center (ESC);
24. Maintain the integrity of the personnel and payroll data in HR/CMS, LCM, and MAGIC;
25. Ensure that personnel and payroll processing priorities and strategies are established and achieved;
26. Process I-9 paperwork for compliance; track and implement transfer/reassignment requests and procedures;
27. Provide technical assistance on policies, procedures and systems operations, including HRCMS, LCM and Document Direct;
28. Continually analyze personnel/payroll processing needs;
29. Function as the Agency Liaison with Agency Budget and Accounting Staff, as well as, State and Federal agencies on personnel and payroll processing policies and program implementation issues and strategies;
30. Assist the HR manager in conducting individual and group orientations;
31. Act as the primary liaison with the GIC and other benefits providers;
32. Process and monitor for accuracy all benefit changes in MAGIC HR/CMS and LCM;
33. Processes employee injury reports and manage workers compensation;

34. Assists the HR Manager in providing guidance to employees on leave benefits;
35. In coordination with the HR Manager, facilitate documentation for and monitor FMLA and other leaves for appropriateness of use;
36. Coordinate with HRD the Extended Illness Leave Bank program;
37. Closely manage extended leave through appropriate tracking systems, reports and case management to ensure adequate documentation of reasons for use of the leave and to prevent misuse;
38. Maintain all employee personnel files including a separate Medical file for each employee as needed;
39. Identify business process improvement opportunities and implementation strategies and initiate appropriate action;
40. Ensure collaborative problem solving and decision-making processes are utilized to maximize effectiveness and to prioritize service;
41. Serve as a backup on employment and staffing matters;
42. Participate in other HR projects as needed; and perform related work as required.
43. Other duties as assigned.

Qualifications:

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) four years of full-time, or equivalent part-time, professional, administrative or managerial experience in business administration, business management or public administration the major duties of which involved program management, program administration, program coordination, program planning and/or program analysis, and (B) of which at least one year must have been in a supervisory capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A Bachelor's degree with a major in business administration, business management or public administration may be substituted for a maximum of two years of the required (A) experience.*

II. A Graduate degree with a major in business administration, business management or public administration may be substituted for a maximum of three years of the required (A) experience.*

III. A Bachelor's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required (A) experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: No substitutions will be permitted for the required (B) experience.

SPECIAL REQUIREMENTS: Based on assignment, possession of a current and valid Massachusetts Class D Motor Vehicle Operator's license may be required.

Comments:

This is a Civil Service position. If there is no civil service list for this title, employees appointed must take and pass the next Civil Service examination when administered.

Salary is commensurate with experience.

How To Apply:

Please submit your cover letter and resume to:

Wesley Layne
Human Resources Director
Department of Public Utilities
One South Station
Boston, MA 02110

Fax: (617) 478-0874

Email: DPU-HR@State.MA.US

To ensure consideration, resume and cover letter must be postmarked by midnight on the deadline date. Please reference posting number on all correspondence.

Help our environment by not mailing and faxing your cover letter and resume if you have submitted your materials by email. Thank you!

Agency Web Address:

www.mass.gov/dpu

Diversity Officer:

Wesley Layne (617) 305-3636 or wesley.layne@state.ma.us

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.